



**GRANTS BUDGET REVIEW COMMITTEE
FINAL MINUTES**

September 8, 2011

10:00 a.m. - 12:00 p.m.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 204
Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on September 8, 2011 at the ADDPC, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Susie Cannata, Chair John Black John Eckhardt, Teleconference Tim Martin Rhonda Webb, Teleconference
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Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Marcella Crane, Contracts Manager Lani St. Cyr, Fiscal Manager	Greg Devorce
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A. Call to Order:

Susie Cannata welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC) Grants standing committee meeting. Meeting was called to order at 10:05 a.m.

B. Approval of Minutes

The July 27, 2011 minutes were reviewed.

- Motion by Tim Martin to approve the minutes.
- Motion was seconded by John Black.
- Motion carried.

C. RFGA – Evaluation Committee Recommendations/Results

Per A.R.S. 38-431.03 (A) (2), the Budget/Grants Committee proceeded into Executive Session at 10:10 a.m. for discussion of the applications received pursuant to the Request for Grant Applications that were released to the public on June 6, 2011. All applications that were received by the due date and time were reviewed and scored by an outside evaluation committee. Due to state procurement rules, the discussion of the applications is confidential.

- Motion by John Black to enter into Executive Session at 10:10 am.
- Motion was seconded by Rhonda Webb.
- Motion carried.

After a forty minute discussion pursuant to the A.R.S. 38-431.03 (A) (2), a Motion was made by John Black to exit from Executive Session at 10:50 a.m. Motion seconded by Tim Martin. Motion carried.

RFGA – A: Self-Advocacy Planning and Support Project

- Motion by John Black to approve and forward to the full Council the recommended proposal for Self-Advocacy Planning and Support Project.
- Motion was seconded by John Eckhardt.
- Motion carried.

RFGA – B: Wellness Education and Prevention Project

- Motion by John Eckhardt to approve and forward to the full Council the recommended proposal for Wellness Education and Prevention Project.
- Motion was seconded by John Black.
- Tim Martin abstained from voting; noting conflict of interest.
- Motion carried.

RFGA – C: Self-Advocacy Development Project

- Motion by Tim Martin to approve and forward to the full Council the recommended proposal for Self-Advocacy Development Project.
- Motion was seconded by Rhonda Webb.
- Motion carried.

D. Arizona Center for Disability Law – Legal Manual Year 2 Renewal

During the 2010 fiscal year, the ADDPC supported the ACDL in updating the Legal Options Manual and to provide five regional trainings by June 30, 2011, including trainings on the Navajo/Hopi Tribal Reservations (conducted by the Native American Disability Law Center). The ACDL is the states' Protection & Advocacy entity and as such, they are the legal authors to maintain and update the Legal Options Manual, as needed per changes to AZ law, and to educate and provide trainings to consumers and family members.

The request for second year of funding is to support ACDL staff and the demand for ongoing training in underserved and unserved communities that were not originally targeted in year 1. In addition, the Manual will be updated to reflect changes made to guardianship law and rights. In addition, many of the forms throughout the manual need to be updated and exchanged for new versions from Attorney General Tom Horne's website.

As follow up surveys are collected, suggested changes and modifications from consumers and families will be reviewed and incorporated in the revised manual for 2011-2012. The ADDPC will cover the costs of the printing of the Manual. The ACDL is recommending 3,000 copies (1,500 for ADDPC; 1,500 for ACDL), as well as 1,000 in Spanish (500 for each organization). A portion of the printed Manuals will be printed in large font (18 pt. font).

The Committee Members requested additional information on the Budget pertaining to Salaries and to specifically have the costs be broken out by FTE and not by attorney hourly/fee. The Chair tabled the vote of this proposal until further information is reviewed.

E. UA Sonoran UCEDD- Project Search Year 2 Renewal

The second year of funding for Project Search was discussed in terms of what had been accomplished to date during Year one and the barriers encountered by the Sonoran UCEDD. The biggest hindrance to moving this project forward is the lack of securing a host business site. Per their proposal, the numerous implementation steps and process in place to recruit and select the cohort of young adults (with developmental disabilities), begin the training, establishing a MOU with host business site, assessment of success and job rotation were not achieved without first identifying a business in Maricopa County that was willing to be Project Search site.

The Project Search Coordinator from the Sonoran UCEDD has met with various businesses in Maricopa County, but none of these meeting resulted in securing a business site. Recently, the Sonoran UCEDD has been meeting with Medtronic executives to solidify them as the host business site in Maricopa County. Project Search in Minneapolis, MN has been in partnership with Medtronic and their coordinator is willing to assist the Sonoran UCEDD to help the Tempe based site overcome any barriers. To date, no official MOU has been established with Medtronic in Tempe, AZ and the second year proposal did not specify when this would be accomplished.

As a result, the Committee Members requested additional information on the Implementation Activities and Timeline with respect to when a host business will be secured. Furthermore, additional information will be requested on additional staffing for Year 2. It is noted that the Committee supports the Project Search concept; however with the lack of progress and barriers encountered in securing a business within a reasonable timeframe in first year, the Committee needs additional information and assurances for possible continuation of funding. The Chair tabled the vote of this proposal until further information is received and reviewed.

F. Transportation Proposals

The Council released an RFGA to solicit proposals that would address Transportation as described in the Scope of Work. No applications were received via the competitive process. In an attempt to expend the dollars, the University of Arizona, Sonoran UCEDD came forward expressing an interest in developing a transportation model for rural communities. Discussions also took place with Arizona Department of Transportation to put staff in contact with community contacts that may have an interest as well. By the deadline date of September 1, two applications were received - the Sonoran UCEDD and WestCare.

WestCare has many locations nationally, however this proposal was submitted by their location in Bullhead City, Arizona; WestCare is a non-profit addressing primarily domestic violence, and youth and families that are experiencing mental health and/or substance abuse, they also assist youth and families involved in the criminal justice system. In review of this proposal it was deemed as non-responsive due to the applicant not addressing the tasks as outlined in the Scope of Work.

- Motion by John Black to consider WestCare's proposal as non-responsive and no further information will be requested from the applicant. .
- Motion was seconded by Rhonda Webb.
- Motion carried.

The Sonoran University Center for Excellence in Developmental Disabilities is requesting funding for a project to increase accessible transportation capacity for persons with developmental disabilities living in Arizona towns and cities smaller than 82,000. **Building Accessible and Sustainable Transportation for Increased Independence – Arizona (BASTIA)** a multi-stage and multipronged community-based project with two ultimate outcomes: (1) to increase accessible transportation capacity for persons with developmental disabilities, their families and caregivers; (2) help these same people achieve greater independence via accessible and sustainable transportation systems. The activities under the grant will include:

- Conducting a literature review and needs assessment to identify the key features and obstacles and develop a systematic strategy aimed at implementing a sustainable and accessible transportation system.
- Identify (4) cities and towns smaller than 82,000 people with relatively high proportions of persons with developmental disabilities.
- Determine which of the (4) identified Arizona communities may benefit most from increased transportation services based on such issues as the degree to which they have existing human, material, and financial resources that may be effectively adapted and mobilized toward developing an accessible transportation system.
- Develop and implement one transportation pilot model in the identified community that will increase the capacity of persons with developmental disabilities and their families to achieve greater independence through improved and enhanced transportation services.
- Develop an evaluation framework for measuring identified outcomes related to successfully reproducing the model. Evaluate the pilot transportation model to determine its applicability to other Arizona communities under 82,000.

The project's success will be evaluated by measuring the degree to which it succeeds in achieving the two main outcomes: (1) increasing accessible transportation capacity for persons with developmental disabilities, their families and caregivers, and (2) helping these same people achieve greater independence through improved and enhanced access to accessible and sustainable transportation systems. Additional project activities, evaluation and outcomes are described in the implementation plan.

The Budget/Grants Committee reviewed the proposal submitted by the Sonoran UCEDD and is requesting additional information pertaining to the Implementation Plan and Evaluation. The Chair tabled the vote of this proposal until further information is received/ reviewed.

G. Employment Video Project

Competitive employment within integrated employment settings is an important goal for the ADDPC. An important first step in moving towards this goal is creating broader awareness of the capacity of persons with developmental disabilities to be successful, contributing employees, both among policymakers, consumers and their families and potential employers. The proposed videos will be aimed at a target audience of policymakers, employers and consumers in relaying a visual/audio accounting of persons with developmental disabilities working in integrated employment settings.

The proposed videos will be developed in a series of up to five productions addressing the following topics:

- Successful business strategies for employing persons with developmental disabilities;
- Interviews of persons with developmental disabilities who are currently employed in a competitive, integrated work setting;
- Visuals of the employee at work;
- Interviews with employers who discuss the positive value of the employee to the outcomes of their business;
- Basic “how to” information on seeking and obtaining employment.

Completed videos will be widely distributed (in DVD and other electronic formats) to all resources that can collaborate in increasing competitive, integrated employment of persons with developmental disabilities.

To complete this project, ADDPC will establish an Interagency Service Agreement (ISA) with the Arizona Department of Health Services (ADHS) Video Department which has extensive experience in developing scripts, providing narration, completing on-location video filming, editing and producing a quality final product. The cost estimate for the complete video product is \$25,000

- Motion by Tim Martin to approve and forward to the full Council the recommended proposal for the development of the Competitive Employment Success Stories Videos.
- Motion was seconded by Rhonda Webb.
- Discussion – Tim Martin offered to help with ideas. Dara Johnson from AHCCCS was also mentioned as person with expertise in this area. Larry Clausen stated that other council members will be able to offer their support and ideas.
- Motion carried.

H. DD Suite Training

In 2011 the Administration on Developmental Disabilities (ADD) directed all State Councils to begin migrating from the On-Line Data Collection System (OLDC) to the new DD Suite platform. The OLDC had been used to collect data on each Council's 5 Year plan including the submittal of Plan revisions, the annual Program Performance Report, and presentation of new State Plans. Due to the age of the OLDC operating system and its limits, DD Suite was introduced as an updated, more efficient tool. Training and support for use of DD Suite has been sporadic and limited. ADDPC staff received their first official training on use of the tool in

October 2010. Since that time, DD Suite has been expanded and expectations for its use increasingly emphasized by ADD.

A regional training session is being offered in Carson City, Nevada, on October 5, 2011, 9:00 A.M. to 5:00 P.M. This proposal recommends sending three ADDPC staff to the training. Costs will include 1-2 overnight hotel costs (based on the availability of flights departing Reno, Nevada following the training), airfare and meals. Requested approval of funds is for no more than \$2,650.

As this expense will be charged as an administrative cost, a motion was not necessary to obtain from the Budget/Grants Committee, as the Council's Executive Director has administrative authority to expend dollars of up to \$5,000.

I. NACDD Annual Dues

The ADDPC is an ongoing member of the National Association of Councils on Developmental Disabilities (NACDD) which is the sole organization representing State Councils in the United States. The organization is supported by individual Councils who pay an annual membership fee, calculated on a percentage of the ADD award grant provided to each Council annually. The NACDD located in Washington, D.C., serves as a primary link to key contacts, including Congressional members and staff, national organizations serving and supporting persons with developmental disabilities, and federal officials and agencies, including the Department of Health and Human Services and the Administration on Developmental Disabilities. Additionally, NACDD maintains a contract with ADD to provide technical expertise and support to Councils through the *Information and Technical Assistance Center for Councils on Developmental Disabilities*, which is used as essential resource. The NACDD also supplies federal legislative updates, position and policy briefs and numerous conferences and seminars. The Membership dues for Fiscal Year 2012 will be \$11,852.

- Motion by John Black to approve and forward to the full Council the recommended funding for the NACDD Annual Dues.
- Motion was seconded by Tim Martin.
- Motion carried.

J. Next Meeting Date

Due to additional information requested by the Chair and committee members for agenda items D, E, and F, the Budget/Grants Committee will meet on Thursday, September 15, 2011, 8:00 AM. An agenda and information will be forthcoming.

K. Call to the Public

No public members were present.

L. Adjourn

A motion to adjourn was requested:

- Motion made by John Black to adjourn.
- Motion seconded by Rhonda Webb.
- Motion carried and meeting was adjourned at 12:00 P.M.